

Bylaws of the Association of Southeast Minnesota Nurse Practitioners

Last revised: August 2011

Article I: Name and Purpose of the Organization

- A. The name of this organization is the Association of Southeast Minnesota Nurse Practitioners.
- B. The purpose of this organization is to:
 - 1. Network among professional peers.
 - 2. Maintain and identify current knowledge of legislative and professional health care issues. Facilitate opportunity for participation in legislative issues relative to NP practice in health care.
 - 3. Support research efforts in this region.

Article II: Membership

- A. Active members will be nurse practitioners.
- B. Student members: any individual enrolled in a program to become a nurse practitioner.
- C. Annual dues are required for membership. Amount is determined by majority of vote of active and associate members present at the September meeting.
- D. Voting:
 - 1. The voting body at any meeting is the active membership in attendance.
 - 2. Each active member has one vote.
 - 3. Vote is majority.

Article III: Election of Executive Board

- A. Eligibility: Nominees must have current active membership.
- B. Election: Shall take place annually at the last regular meeting.
- C. Members who receive a plurality of votes cast shall be elected.
- D. Officers:
 - 1. President
 - 2. President-Elect (person serves one year and becomes the president the following year).
 - 3. Past president
 - 4. Secretary
 - 5. Treasurer
- E. Term Limits: Officers will serve for two years and may serve no more than three consecutive terms in the same office. Terms begin after the May meeting. One-half of the board members will be on the board for at least one year.

Article IV: Meetings

- A. Meetings will be held four times per year, with the exception of a Legislative Session, which will be held every other year. Executive Board meetings will be held four times per year on the alternative months.
- B. Attendee: The active members present at the meeting shall constitute a quorum.
- C. Special meetings may be called with seven days notice by the President or by the majority of the Executive Board.

Article V: Role of the Executive Board

- A. President calls and chairs meetings. Shall be a member ex-officio of all committees.
- B. President-elect shall perform all duties of the president in the absence of the president and other duties as assigned. Will take a lead role in the recruitment of members for board/committee positions.
- C. Past president serves as counsel for incoming president.

D. Secretary is responsible for recording meeting minutes. An electronic copy shall be maintained.

E. Treasurer:

1. Receipt and disbursement of dues.
2. Maintain accurate records and submit financial report at each meeting and balance sheet at the end of the fiscal year.

Article VI: Committees

A. Standing committees:

1. Public Relations/Web site Director (1-2 active members)

a. Purpose: To disseminate communicate information to members by E-mail/website maintenance. Coordinate public relations with local newspapers, magazines, schools and interested others concerning activities and interests of the Association.

2. By-Laws committee (all members)

a. Purpose: to establish, review, and amend bylaws of the Association of Southeast Minnesota Nurse Practitioners annually at the last yearly meeting.

3. Legislative (2-3 active members)

a. Purpose: monitor local, state, and national legislative issues affecting APRNs and disseminate to Association via newsletter and regular meetings. Attend ACNP national legislative summit meeting. Facilitate recruitment of eligible members for prospective ACNP state/national board positions (Nominations annually in October) or MN BON. Liaison to local, state and national legislators and nursing organizations.

4. Membership committee (2 active members)

a. Purpose: shall recruit prospective members and shall update/distribute membership lists. Recruitment shall be accomplished via planning "Membership Extravaganza" and displays at conferences or other activities.

5. Program Planning Committee (2 active members)

a. Purpose: Shall plan and organize educational component of general meetings, including arrangement of speakers and assisting with development of educational objectives and CEUs as appropriate. Arrange meeting accommodations including meeting room, refreshments, and pharmaceutical sponsors. Specific functions may be delegated to active members outside program committee.